

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
APRIL 28, 2020**

MINUTES

A virtual meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, on April 28, 2020. The following members were present:

Meeting Attendance Record			
Name	County/City	Present	Absent
Commissioner Tommy French	Baldwin	X	
Commissioner Bobby Blassingame	Crawford		X
Timothy Andrews	Houston	X	
Commissioner Daylon Martin	Jones	X	
Commissioner Larry Evans	Monroe		X
Commissioner Shanita Bryant	Peach	X	
Commissioner Jenna Mashburn	Pulaski		X
Commissioner Billy Webster	Putnam	X	
Commissioner Ken Fowler	Twiggs	X	
Commissioner John Williams	Wilkinson	X	
Mayor Eric Wilson	Forsyth		X
Mayor Joyce Denson	Toombsboro	X	

Guest in Attendance

Bill Kennemore, of Williams L. Kennemore, CPA., LLC

Chairman Daylon Martin chaired and called the meeting to order at 10:10 AM. There was a quorum present.

OLD BUSINESS

There was none.

MINUTES

- 1. Approval of the February 25, 2020 Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Mayor Joyce Denson and seconded by Commissioner Billy Webster to approve the minutes of the February 25, 2020 meetings as written. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Independent Audit Report* – Bill Kennemore, of Williams L. Kennemore, CPA., LLC, provided copies of and discussed the independent audit report completed in October 2020 for year ending June 30, 2019. He reported that all tax return requirements have been filed and that the agency is in compliance with all audit requirements. He further noted that there were no findings and internal controls and the management system is operating as needed and can be relied on for reporting. There were no findings or recommendation.

A motion was made by Commissioner Tommy French and seconded by Tim Andrews to accept the Independent Audit as presented. There were no opposing votes and the motion carried.

2. *Approval of NEG Grant Application* - Darrell Stillings reported that as previously discussed the application for the NEG Grant has been filed and he is waiting on notice from the State of its approval and the exact amount to be received. He reported that the State cancelled their LWDA teleconference call that was schedule for last week which he was expecting to receive notice of whether or not the application has been approved. He reiterated that the NEG grant is for DLWs affected by COVID-19 pandemic. He also reported that ETA released notice of PY 20 funding and Georgia's funding was decreased, which will trickle down to local areas. This past year we were fortunate to received additional funding from the State to make up the decrease in last year's formula grants.
3. *Regional Plan and One-Stop MOU Updates* - Darrell Stillings reported that this year the State is requiring both a local plan and a regional plan. The local plan is due June 30 and the regional plan's deadline has been extended to October 30. He is currently working on both plans and assured that both the submission deadline and the notice for public comment requirement will be met.

Tiffany Callaway reported that the first round of negotiations was held and there was only one issue raised by Job Corp, which feels that since they already pay for a physical presence at Macon Career Center that they should only be charged for a virtual presence at the Houston Career Center. We are currently working on changing to a virtual presence and none of the partners disagreed with the proposed MOU, therefore, there shouldn't be any problems with submitting it to the State for approval.

4. *One-Stop Operator RFP Updates* – Tiffany Callaway reported that there were three proposals received – Georgia Department of Labor, In-the-Door, LLC and Greenleaf. She also reported that ratings have been completed and proposers have been notified, which generated calls from them on how to improve their proposals. Negotiations have started with In-the-Door which received the highest bid and the contract should be ready for approval at next meeting.
5. *COVID-19 Policies Updates* –
 - Sick Leave - Darrell Stillings provided copies of and discussed the revised Sick Leave Policy which was revised to include language from the Cares Act and will continue through December 2020.

A motion was made by Mayor Joyce Denson and seconded by Commissioner Tommy French to approve the revised Sick Leave Policy as presented. There were no opposing votes and the motion carried.

- Supportive Services Policy - Darrell Stillings provided copies of and discussed the revised Supportive Services Policy which was revised to include a “Special Waiver for Attendance” policy for when the Governor issues a State of Emergency for counties in the LWDA Area 11, the State of Georgia or United States as a whole. He explained that a lot of students do not have access to internet or computers and the waiver will allow supportive services payments to continue for transportation and childcare for participants that do not have resources such as internet or a computer at home and are required to travel to the library or other such places in order to continue their required studies.

A motion was made by Mayor Joyce Denson and seconded by Commissioner Billy Webster to approve the revised Supportive Services Policy as presented. There were no opposing votes and the motion carried.

1. Contractor Report –

- *Central Georgia Technical College Youth Activity Report* – Darrell Stillings, Executive Director, reported that the pandemic has caused students to attend classes. CGTC is conducting TABE Test online so students can participate in GED classes. Work Experience is suffering due to pandemic also. He provided copies of and discussed the activity report for Central Georgia Technical College. The report showed that through February 2020 there were 259 participants enrolled and that through January 2020 a total of \$235,694.95 has been invoiced.
- *Mercer University* – Darrell Stillings provided copies of and discussed Mercer’s new recruitment proposal which will extend the plan and performance for another year. He explained that it was late fall when contract was signed and their program is designed for summer. He explained that they would be out recruiting now but with the pandemic they had to put recruitment on hold. He further explained that the new proposal will extend their plan and their performance. The extension would take the contract into next year, however, the youth funds expire June 30, 2020. A request for an extension of these funds is on the agenda for the State Board’s next meeting, however, if it does not pass and the State de-obligates second year funding due to underspending because of the pandemic then funds may not be available to extend the contract. Therefore, a recommendation was made to approve the new recruitment plan contingent upon the availability of funds. Concerns were raised to extend funding because they didn’t recruit last fall.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner Tommy French to not extend Mercer University’s contract. There were no opposing votes and the motion carried.

- *Eventual Success, LLC* - Darrell Stillings, Executive Director, provided copies of and discussed the activity report for Eventual Success, LLC. He reminded the members that the contract is for in-school and out-of-school youth. They started off slow as expected of any new contractor. The report showed that there were 15 participants enrolled and that through February 2020 a total of \$93,018.61 has been invoiced. They have enrolled nine new but are required to have 32 enrolled by June. The pandemic has caused them not be actively enrolled. He reported that worksites in Twiggs and Wilkinson are currently working participants but are practicing social distancing at library and courthouse. He further explained that participants at Wilkinson County Library is reading to kids through skype.

2. WDB Report –

- **Approval to Establish a WDB Executive Committee** - Darrell Stillings explained that during the annual state monitoring for PY 19, one of the observations was that a WDB executive committee was not established in order to enter into execution session to take

action when a quorum was not present. Recommendation from the State was to establish a standing executive committee so when a quorum is not present at a meeting they can enter into executive session and take action on items that need to be approved prior to the next regularly scheduled meeting. It was recommended that membership consist of the WDB Chair and the chairs of the WDB standing committee plus one other member private sector.

A motion was made by Commissioner French and seconded by Mayor Joyce Denson to approve establishing a standing executive committee with membership as recommended. There were no opposing votes and the motion carried.

- **Approval of Revised WDB Bylaws** – Darrell Stillings provided copies of and discussed the revised Bylaws. He pointed out that the Bylaws were revised to establish an executive committee as a standing committee.

A motion was made by Commissioner French and seconded by Mayor Joyce Denson to approve the revised WDB Bylaws as presented. There were no opposing votes and the motion carried.

- **Approval of WDB Nomination of John Howard, Howard Agency, in Monroe County** – Darrell Stillings provided copies of and discussed the nomination form for John Howard, of Howard Agency. Mr. Howard will represent Monroe County as private sector member.

A motion was made by Mayor Joyce Denson and seconded by Commissioner John Williams to approve the nomination of John Howard as presented. There were no opposing votes and the motion carried.

Expenditure Report - Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of March 31, 2020. She reported that a grant award has been received for the transfer of \$300,000 from DLW funds to Adult funds. There are still unexpended funds that will expire June 30, 2020 in both the DLW grant and the Youth grant. Darrell Stillings added that the pandemic has affected spending and we are currently not paying out support payments or work experience wages in any of the grants. A request has been made to the State to extend the grants and it is on the next State Workforce Development Board meeting agenda. If the State waives the recapture of funds we will continue to spend from these grants, but if an extension is not approved then we may have to poll other workforce areas around the state to see if anyone needs additional funds, however, it is unlikely since all areas are facing the same situation with spending. Staff was asked if ramping up a summer program would help spend the money and the answer was yes if the county had worksites and the participants. Staff was asked to create a flyer for summer program.

3. Activity Report –

- *PY 2018 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment reports through April 8, 2020. The reports showed that a total of 734 participants are enrolled and out of that total 546 are active, 91 are in job search and 97 have been either closed or exited. She also provided enrollments by county and five year enrollment comparison reports.
- *PY 2019 2nd Quarter Performance Report* – Terrell Mitchell provided copies of and discussed the PY 19 2nd Quarter Performance report dated March 10, 2020. The report showed we are meeting all measures with the exception of the credential attainment measure for both the adults and youth, however, it is possible for both to still be met since this is only the 2nd quarter.

MATTERS FROM THE FLOOR

There were none.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Quadrant Report* – Darrell Stillings provided copies of and discussed the quadrant reports. The quadrant report also included contractor activities as well as staff activities in all the counties. Activities included engaging in webinar & virtual job fairs in all counties. Most being conducted electronically.
2. *Approval to Contract or Hire Grant Writer* – Darrell Stillings explained that WIOA funds can't be used so it is best to see a grant we can use and contract with someone to apply for it. It was suggested to use the university system which has classes teaching grant writing and they need real life opportunity.
3. *Incentive Policy and In-School Youth Plan* – Darrell sent during mid-term report and asked if there was anything else needed. There were no further recommendations.
4. *Next Meeting* –The next meeting is scheduled for June 30, 2020, at 10AM, at the MGCI office, in Warner Robins, Georgia. Members wanted virtual meeting if possible.

ADJOURNMENT

There was no further business and a motion was made by Commissioner Shanita Bryant and seconded by Mayor Joyce Denson to adjourn the meeting at 11:45 AM. There were no opposing votes and the motion carried by voice vote.